

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Creditor/Collection Agency Name]
[Department Name]
[Address]
[City, State, Zip Code]

RE: Settlement Offer for Account Number: [Your Account Number]

To Whom It May Concern,

I am writing to propose a one-time, lump-sum settlement for the balance of the above-referenced account. I am currently expecting a tax refund and wish to allocate these funds toward resolving this debt in full.

I am offering a settlement payment of \$[Amount You Can Pay]. This offer is contingent upon your agreement that this payment will be accepted as "Full and Final Settlement" of the debt. Upon receipt and clearing of this payment, you agree to release me from any further liability and mark the account as "Paid in Full" or "Settled in Full" with all major credit reporting agencies.

Please note that I am making this offer because I do not have the financial means to pay the balance in full at this time. This offer is valid for [Number of Days] days from the date of this letter.

If you accept these terms, please provide a written confirmation on your company letterhead. Once I receive the written agreement, I will forward the payment via [Certified Check/Money Order/Electronic Transfer] no later than [Date].

Thank you for your cooperation in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]